



Table of Contents

WELCOME.....	3
How to Setup a New Fund?.....	4
Setting up Fund State Code	4
Setting up Balance Sheet Accounts	5
Setting up Revenue Accounts	6
Setting up Expenditure Accounts.....	8
Setting up the Ledger Interface	9
How to enter different Transaction Entries?.....	14
Completing a Ledger Transactions Entry	15
Deleting or Editing Ledger Transactions Entry and Changes.....	18
Accounts Payable Reclassification.....	20
Activating Accounts Payable Reclassification.....	20
Reclassification of invoice	20
Cash Receipt Reclassification	25
Activating Cash Receipt Reclassification	25
Reclassification of Cash Receipt entry.....	26